



Online Renewals for Facilities with Both Retail and Food Service Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the Iowa Department of Inspections & Appeals website. The header includes the department name and a logo. Below the header, there is a navigation bar with links for 'IOWA STATE AGENCIES' and 'ONLINE SERVICES'. The main content area is titled 'Welcome To USA Food Safety' and features a 'Log In' section. This section contains two input fields: 'User Name *:' and 'Password *:'. Below these fields are two buttons: 'Log In' and 'New Account'. To the left of the 'Log In' button is a 'Forgot Password' link. Below the 'Log In' section, there are two more links: 'Forgot your Password? Retrieve it Here!' and 'Find a WiFi Hotspot'. Three blue callout boxes provide additional instructions: one for the 'Forgot Password' link, one for the 'Log In' button, and one for the 'New Account' button.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Forgot your Password? Retrieve it Here!
Find a WiFi Hotspot

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for, select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected "Multiple counties," you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click "Next." If you have a single business, click "Previous." [Please note: the "City of Dubuque" is a different option from "Dubuque County."]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a "Single county," please select the county where your business is located. Once you select your county from the drop-down box, click "Next." Otherwise, select "Previous" if you have multiple businesses. [Please note: the "City of Dubuque" is a different option from "Dubuque County."]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

The screenshot shows a web form titled "New User Account" with two main sections: "User Information" and "Account Information".

User Information Section:

- User Name ***: A text input field. A callout box points to it with the text: "Create your own User Name and Password."
- Password ***: A text input field.
- Verify Password ***: A text input field.
- Home Jurisdiction ***: A dropdown menu currently showing "DIA Food and Consumer Safety Bureau". A callout box points to it with the text: "The 'Home Jurisdiction' is pre-determined by your selection of your business location and license type."

Account Information Section:

- First Name ***: A text input field.
- Middle ***: A text input field with a checkbox labeled "None Available".
- Last Name ***: A text input field.
- Suffix**: A text input field.
- Account ID**: Labeled "Not yet assigned".
- Email ***: A text input field.
- Phone/Ext ***: A text input field followed by a slash and another text input field, with a checkbox labeled "Emergency".
- Cell Phone**: A text input field with a checkbox labeled "Emergency".
- Fax**: A text input field.
- Buttons**: "Save" and "Back" buttons at the bottom left. A callout box points to the "Save" button with the text: "Review the information you have entered for accuracy and select 'Save.'"

A large callout box on the right side of the form states: "Complete all 'Account Information' fields. All fields marked with an asterisk (*) are required fields."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

[Forgot your Password? Retrieve it Here!](#)

[Find a WiFi Hotspot](#)

Home Page:

Home Tools Logout

Facility Portal

Add existing business:

Associating an Existing Food Business with a User Account


Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food or lodging businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food or hotel license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the food license renewal application:

RENEWAL APPLICATION FOR FOOD SERVICE ESTABLISHMENT LICENSE	
Date of Renewal: _____	If ownership has changed, give previous owner _____
Has ownership changed since last license issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	business name _____, and
MARK'S SUPERMARKET 321 12th ST Des Moines, IA 50319	license number: _____ (if known) LATE PENALTIES APPLY IF LICENSE HAS EXPIRED
License: 155031	Expires: 08/30/2017
Business Code: 3J6V-F5BD	

The "Business Code" on the renewal must be entered in the space provided on the "Iowa Online Food Licensing" home screen.

Enter the Business Code from the renewal form here and then select "Add."

[Home](#) [Tools](#) [Logout](#) 

Facility Portal Add existing business:

Once you add a Business Code, the food business will appear as a blue panel on the home screen.

If you are associated with more than one food business, you must enter the Business Code from other businesses and select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon on the right. Below the navigation bar, the title 'Facility Portal' is displayed. To the right of the title, there is a form labeled 'Add existing business:' with a text input field containing 'Business Code' and an 'Add' button. Below this, there is a search bar labeled 'Filter by Business Name' and a 'Show All' button. A single blue panel is displayed, representing 'MARK'S SUPERMARKET - 122431 - (0) - [icon]' with a right-pointing arrow.

Each valid Business Code added will add another business to the home screen.

The screenshot shows the 'Facility Portal' interface, similar to the first one, but with two blue panels displayed. The first panel is 'MARK'S SUPERMARKET - 122431 - (0) - [icon]' and the second panel is 'MARK'S SUPERMARKET 2 - 122457 - (0) - [icon]'. Both panels have a right-pointing arrow. The rest of the interface, including the navigation bar, search bar, and 'Add existing business' form, remains the same.

Once a user has associated one or more food businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each food business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon. Below the navigation bar, the main content area has a header 'Facility Portal' and a sub-header 'Add existing business: Business Code' with an 'Add' button. A search bar labeled 'Filter by Business Name' is present. Below the search bar, there are two buttons: 'Show All' and 'Show Available for Renewal'. A list of businesses is displayed, each with a blue bar containing the business name, license number, and quantity, followed by a right-pointing arrow icon. The businesses listed are: MARK'S SUPERMARKET - 127820 - (2), MARK'S CONVENIENCE STORE - 123094 - (2), MARK'S FOOD TRUCK - 123095 - (1), and MARK'S RESTAURANT - 127815 - (0). Three callout boxes provide instructions: one points to the pencil icon in the search bar, another points to the 'Show Available for Renewal' button, and a third points to the right-pointing arrow icon on the business list.

Business Name	License Number	Quantity
MARK'S SUPERMARKET	127820	(2)
MARK'S CONVENIENCE STORE	123094	(2)
MARK'S FOOD TRUCK	123095	(1)
MARK'S RESTAURANT	127815	(0)

To access the “Business Information” screen, click the paper and pencil icon.

If you have multiple businesses, selecting “Show Available for Renewal” will filter out businesses that do not have licenses that are available for renewal at this time.

To view “License Information,” click the “>” icon.

Reviewing and Updating Business and License Information

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

EDIT: MARK'S SUPERMARKET

Business Name:
MARK'S SUPERMARKET

Phone*:
515-555-0000

Cell: 515-555-5555

Email*:
email@gmail.com
☐ No Email Available

Mailing Address

☐ International Address

Street Number*:
321

Street Name*:
12th

Street Suffix:
ST

Secondary Unit Type:
▼

Secondary Unit Number:

Zip*:
50319

State*:
IA ▼

County*:
Polk ▼

City*:
Des Moines

Physical Address

☐ International Address

Street Number*:
321

Street Name*:
12th

Street Suffix:
ST

Secondary Unit Type:
▼

Secondary Unit Number:

Zip*:
50319

State*:
IA ▼

County*:
Polk ▼

City*:
Des Moines

Review and update all information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

The screenshot shows a web form titled "Business Information (continued)". It is divided into three main sections: "Facility Data", "Emergency Contacts", and "Attachments".

Facility Data: This section contains a "Type Of Menu" dropdown menu. Below it are two rows of information: "Full Service Menu **Attach menu" with a "No" checkbox, and "Limited Menu **Attach menu" with a "Yes" checkbox (which is checked).

Emergency Contacts: This section features a table with four columns: "Contact's Name", "Address", "Relationship", and "Cell Phone". Below the table is a blue button labeled "Add New Contact".

Attachments: This section features a table with three columns: "File Name", "Description", and "Delete". Below the table is a blue button labeled "Add New Attachment".

At the bottom of the form is a green button labeled "Save Changes".

Three callout boxes provide additional instructions:

- A callout box points to the "Add New Contact" button, stating: "Select 'Add New Contact' to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close."
- A callout box points to the "Add New Attachment" button, stating: "Select 'Add New Attachment' to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents, Certified Food Protection Manager documentation, or other necessary information about the food business."
- A callout box points to the "Save Changes" button, stating: "Ensure you select 'Save Changes' if changes have been made to the Business Information."

License Information:

When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: Home, Tools, Logout, and a shopping cart icon. Below the navigation bar, there's a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains a table of licenses for 'MARK'S SUPERMARKET - 127820 - (2) - [icon]'. The table has columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. Below this table, there are four more business entries, each with a right-pointing arrow icon: 'MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]', 'MARK'S FOOD TRUCK - 123095 - (1) - [icon]', and 'MARK'S RESTAURANT - 127815 - (0) - [icon]'. A blue callout box with a white '+' icon points to the '+' icon in the 'Add To Cart' column of the first license row.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	170911	Food Service Establishment	-	1/8/2019 (8 days)	Active
+	170935	Retail Food Establishment	-	1/8/2019 (8 days)	Active

To access detailed license information or “Business Program Reference Data,” click the “+” icon. Each “+” icon contains unique detailed license information.

Detailed License Information (Business Program Reference Data): The information displayed for each license will differ based on the license type. Please note that each license has separate program reference data that requires updating.

Business Program Reference Data	
Type of Service (Check all that apply)	
Retail Service Type (perishable non-taxable food sold for off premises consumption):*	<input checked="" type="checkbox"/> Retail Grocery Store <input checked="" type="checkbox"/> Retail Meat Department <input checked="" type="checkbox"/> Retail Seafood Department <input checked="" type="checkbox"/> Retail Produce Department <input type="checkbox"/> Other Specify <input checked="" type="checkbox"/> Retail Deli Department <input checked="" type="checkbox"/> Retail Bakery Department <input type="checkbox"/> Retail Salvage Food <input type="checkbox"/> Retail Convenience Store <input type="checkbox"/> Retail Candy Store <input type="checkbox"/> Variety Store
If other, please specify <input type="text"/>	
Plans and Procedures	
Do you have written procedures and plans where specified in the Iowa Food Code (for example, HACCP plan if required, Employee Illness Reporting Policy, Standard Operating Procedures, Bodily Fluid Clean-up, Procedures):	
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
If yes, attach copies	
If no, please have any requested plans and procedures available at the pre-opening inspection	
EMPLOYEE INFORMATION	
Anticipated # of employees/volunteers, including owner: *	<input type="text" value="21"/>
Do you have one or more Certified Food Protection Manager(s) on Staff who has supervisory responsibility? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempt (Per Iowa Administrative Code 481-31)
If YES, Please attach a copy of your national Certificate(s)	
If NO, Do you have a Person-In-Charge enrolled in Food Safety Training?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
If YES, Name, Date, and Location of Course:	<input type="text"/>

All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. These areas must be completed by the user before a license can be renewed using the online renewal system.

Detailed License Information (continued):

The screenshot shows a web form titled 'Detailed License Information (continued)'. It includes sections for 'Projected Capacity Header' with fields for 'Number of seats' and 'Patrons served daily (projected)'. Below is the 'EMPLOYEE INFORMATION' section with fields for 'Anticipated # of employees/volunteers, including owner', a question about 'Certified Food Protection Manager(s)', and a question about 'Person-In-Charge enrolled in Food Safety Training?'. A 'Save Reference Data' button is highlighted with a callout. Below this is an 'Attachments' table with columns 'File Name', 'Description', and 'Delete', and a row for 'Add New Attachment'. At the bottom, there is a 'Gross Sales' section with a text input field and a callout explaining its purpose.

Projected Capacity Header

Number of seats: *

Patrons served daily (projected):

EMPLOYEE INFORMATION

Anticipated # of employees/volunteers, including owner: *

Do you have one or more Certified Food Protection Manager(s) on Staff who has supervisory responsibility? *

☐ Yes
☐ No
☐ Exempt (Per Iowa Administrative Code 481-31)

If YES, Please attach a copy of your national Certificate(s)
If NO, Do you have a Person-In-Charge enrolled in Food Safety Training? *

☐ Yes
☐ No

If YES, Name, Date, and Location of Course:

Save Reference Data

File Name	Description	Delete
Add New Attachment		

Gross Sales

Please enter the Gross Sales amount. 0

Select "Save Reference Data" after making changes to the Business Program Reference Data.

Select "Add New Attachment" to upload the proof of gross sales for this license. Once this is selected, a window will pop up on the screen that will allow you to select a document from your computer to upload. Acceptable forms of documentation for proof of gross sales include: quarterly sales tax returns, a statement from a CPA, or a page from an income tax statement showing gross food and beverage sales. Proof of gross sales will be reviewed before a license is issued.

NOTE: If proof of sales is not attached and if the gross sales amount is not entered into the field provided, the maximum fee level for the license will be due upon checkout.

Enter the applicable gross food and beverage sales amount for this license in the space provided. This amount must match the proof-of-sales documentation that is attached in the "Attachment" section.

Paying for Both Retail and Food Service Licenses

Once business and license information is updated, gross sales entered, and documentation attached, the licenses may be added to the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon and a section for 'Add existing business:' with a 'Business Code' input field and an 'Add' button. Below this is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains a table of licenses for 'MARK'S SUPERMARKET - 127820 - (2)'. The table has columns for 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. Two licenses are listed: one for 'Food Service Establishment' (License 170911) and one for 'Retail Food Establishment' (License 170935). Both are 'Active' and expire on 1/8/2019 (8 days). Below the table is a button 'Add New Business Program'. Further down, there are three more business entries: 'MARK'S CONVENIENCE STORE - 123094 - (2)', 'MARK'S FOOD TRUCK - 123095 - (1)', and 'MARK'S RESTAURANT - 127815 - (0)'. A callout points to the 'Add To Cart' checkbox in the first row of the table.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input checked="" type="checkbox"/>	170911	Food Service Establishment	-	1/8/2019 (8 days)	Active
<input checked="" type="checkbox"/>	170935	Retail Food Establishment	-	1/8/2019 (8 days)	Active

Select the "Add To Cart" box to place each license in the shopping cart.

The screenshot shows the Iowa Facility Portal interface. At the top, there are navigation links: Home, Tools, and Logout. Below this is a search bar labeled "Filter by Business Name". A table lists licenses for "MARK'S SUPERMARKET - 122431". The table has columns: Add To Cart, License Number, Program Type, Name, Expire Date, and Status. Two licenses are listed: 155031 (Food Service Establishment) and 155032 (Retail Food Establishment). A dialog box from iowabeta.usasaferinspect.com is overlaid on the table, asking for gross sales information to renew the license. The dialog has "OK" and "Cancel" buttons. A blue callout bubble points to the "Add To Cart" checkbox for license 155032.

Home Tools Logout

Facility Portal

Filter by Business Name

MARK'S SUPERMARKET - 122431

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input type="checkbox"/>	155031	Food Service Establishment	-	8/30/2017 (27 days)	Active
<input checked="" type="checkbox"/>	155032	Retail Food Establishment	-	8/30/2017 (27 days)	Active

Add New Business

MARK'S SUPERMARKET - 122431

Meat and Poultry Inspection Program Standards

Add existing business:

iowabeta.usasaferinspect.com says:

To renew, please enter gross sales in the space provided and attach proof of the gross sales reported on this program.

- Select Cancel to update information before renewing.
- Select OK to place the selected license in the shopping cart.

Upon selecting "Add To Cart," this reminder will appear. Selecting "Cancel" will allow you to attach and enter this information. Selecting "OK" will prompt you to confirm your gross Retail Food Sales and Food Service Sales before adding the selected license to the shopping cart.

Retail and Food Service Sales Confirmation:

To view the contents of the shopping cart, select the shopping cart icon.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. A search bar labeled 'Filter by Business Name' is present, along with buttons for 'Show All' and 'Show Available for Renewal'. Below this is a section titled 'Add New Business' which displays a table for 'MARK'S SUPERMARKET - 127820 - (2)'. The table has columns for 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. Two rows are visible with license numbers 170911 and 170935, both expiring on 1/8/2019 (11 days) and with an 'Active' status. A modal dialog titled 'Confirm Gross Sales Amounts' is open in the foreground. It contains a text area with instructions: 'To renew license(s), annual gross food and beverage sales for the previous 12 months must be updated for both license types and proof of sales documentation attached. Food Service sales are sales of food or beverage that are intended to be consumed on the premises OR are subject to Iowa sales tax. Retail Food sales are sales of food or beverage intended for consumption or further preparation by the consumer off the premises AND are not subject to Iowa sales tax. Failure to accurately report your gross sales and attach supporting documentation will result in delays renewing your license(s), which may lead to late penalties.' Below the text are two input fields: 'Retail Food Establishment Sales' with the value '750000' and 'Food Service Establishment Sales' with the value '20000'. At the bottom of the dialog are 'Confirm' and 'Back' buttons.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input checked="" type="checkbox"/>	170911			1/8/2019 (11 days)	Active
<input type="checkbox"/>	170935			1/8/2019 (11 days)	Active

Confirm Gross Sales Amounts

To renew license(s), annual gross food and beverage sales for the previous 12 months must be updated for both license types and proof of sales documentation attached. Food Service sales are sales of food or beverage that are intended to be consumed on the premises OR are subject to Iowa sales tax. Retail Food sales are sales of food or beverage intended for consumption or further preparation by the consumer off the premises AND are not subject to Iowa sales tax. Failure to accurately report your gross sales and attach supporting documentation will result in delays renewing your license(s), which may lead to late penalties.

Retail Food Establishment Sales: 750000

Food Service Establishment Sales: 20000

Confirm Back

Review and confirm sales amounts are accurate and are supported by the attached documentation. Selecting "Confirm" will add this license to the shopping cart. Select "Back" if you wish to review attached documentation or other information prior to adding this license to the cart. Confirmation is required when adding each license to the cart.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

The screenshot displays the 'Facility Portal' interface. On the left, there's a sidebar with 'Home', 'Tools', and 'Logout' links. Below this is a 'Filter by Business' dropdown. The main content area shows a table of items added to the cart. Each item has an 'Add To Cart' checkbox, a license number, a name, and a quantity. A blue callout points to the 'Add To Cart' checkbox, stating: 'Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 156804). Payment details are also provided in the cart. Late payments will have penalty fees included.' Another blue callout points to the 'X' icon next to an item, stating: 'A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.' The right side of the screen shows the 'CART' summary, listing items with their base costs and a total of \$550.00. Below the total, it states: 'There will be a \$1 bank fee added at checkout.' and lists transaction fees for ePayments (\$1) and credit/debit card payments (2.5%). A green 'Checkout' button is at the bottom. A white callout box in the center says: 'Program changes may not be made while the item is in the cart. To make changes, please remove the item from the cart.'

License Number	Name	Quantity
170911	Food Service Establishment	1/
170935	Retail Food Establishment	1/

Item	Base Cost
Renewal - 156804 - FSA - \$400.00 Annual Sales of \$500,000 or more	\$400.00
Renewal - 179071 - Secondary Revenue Code - \$150	\$150.00
Total	\$550.00

There will be a \$1 bank fee added at checkout.

* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).

* A 2.5% transaction fee will be added at checkout for credit and debit card payments.

Checkout

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the Iowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a "Submitted" status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as "Active."

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: Home, Tools, Logout, and a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is displayed on the left, and on the right, there is a search bar labeled 'Add existing business: Business Code' with an 'Add' button. Below this, there is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. The main content area is titled 'Add New Business' and displays a list of business licenses for 'MARK'S SUPERMARKET - 127820 - (0) - [icon]'. The list is organized into a table with columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table shows two licenses: one for 'Food Service Establishment' (License Number 170911) and one for 'Retail Food Establishment' (License Number 170935), both with an expire date of 1/8/2019 (8 days) and a status of 'Submitted'. Below the table, there is a section titled 'Add New Business Program' with three expandable items: 'MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]', 'MARK'S FOOD TRUCK - 123095 - (1) - [icon]', and 'MARK'S RESTAURANT - 127815 - (0) - [icon]'. A blue callout box points to the 'Submitted' status in the table.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
	170911	Food Service Establishment	-	1/8/2019 (8 days)	Submitted
	170935	Retail Food Establishment	-	1/8/2019 (8 days)	Submitted

Licenses that are in a "Submitted" status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to "Active." Please log into the Iowa Online Food Licensing system to view the status periodically.